

Northwestern Ohio Volunteer Firemen's Association

BRUCE SILCOTT, *President*
HICKSVILLE 419-487-2870

OFFICERS

CHARLIE HORNE, *1st. Vice President*
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www.novfa.net

BOARD OF DIRECTORS

JIM TANSEY, *Chairman of the Board*
WAKEMAN 419-706-8458

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WAUSEON 419-822-7911

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GIBSONBURG 419-355-5657

DOUG EBRIGHT, *Director*
CENTRAL JOINT 419-722-1369

STEVE MELLER, *Director*
WRIGHT WALDRON 419-572-0491

Charity Fund Secretary

The Charity Fund Secretary is appointed by and answers to the Board of Directors of the Association. It shall be the duty of the Secretary to maintain accurate information on the individual membership of department members that belong to the Charity Fund. All duties shall conform to the Constitution and By-Laws of the Association.

The Secretary is the first agent that is contacted in the event of a "Line of Duty Death" to a member and shall obtain all necessary paperwork in issuing a benefit claim. The Secretary along with the Charity Fund Treasurer will work together in keeping the fund in accurate order. Any claims shall be authorized by the Board of Directors.

The Secretary shall attend the Spring General Meeting in February, Regional Fire School Meeting in March, Pre-Convention Meeting in April, Convention Meeting in June, and the Fall General Meeting in October of the calendar year. The Secretary may also be asked by the association to attend various other meetings throughout the calendar year. Monthly reports shall be given to the officers of the association in the absence of meeting attendance.

The books of the Secretary and Treasurer shall be audited each year by the Board of Directors during the Regional Fire School and a printed and oral report shall be given to the attendees of the annual Pre-Convention Meeting and the annual Conference/Convention Meeting.

The Secretary shall provide the membership listings of departments that belong to the fund in October to the Association's Secretary for mailing with the next year's registration packets.